

\***USAF Declass/Release Instructions On File\***

Approved For Release 2007/08/26 : USAF/DPSS-014/5A000600050032-4

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DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT  
AND TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 67-2

13 March 1972

Supply

LOCAL PURCHASE FUND - SUPPLIES AND SERVICES

This regulation outlines responsibilities and procedures necessary to insure proper processing of Purchase Requests (PR) and Service Requests.

1. Responsibility. The Chief of Supply, Director of Support, and the individual who initiates local purchase requests are primarily responsible for the control, processing and accounting of monies expended as set forth in this procedure.
2. Objective. To maintain strict accounting and control of Purchase Requests and Service Requests for audit purposes and to insure that materials and services are procured locally only when normal supply channels and maintenance activities are unable to support the requestors needs.

3. Definition of Terms.

- a. Purchase Request - Commonly referred to as a "PR" and identified as a request for material goods only. (Ref Atch One)
- b. Service Request - Identified as a request for maintenance action to an activity external to this organization; usually involves repair of an end item(s) or component(s). (Ref Atch Two)

4. Procedures.

a. Purchase Requests

(1) Individuals may procure materials by local purchase means only when their requirements cannot be satisfied through normal supply channels or when a valid emergency exists and the item(s) cannot be obtained by the required delivery date.

(2) Requests will be submitted by use of a local purchase form as shown in Attachment One.

\_\_\_\_\_  
Supersedes ATTG Reg 67-2, 3 Oct 69. (For summary of revised, deleted, or added material, see signature page.)

OPR: SUP  
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(3) The purchase request will be submitted in three copies to the Purchasing Agent in Unit Supply for research and approval. Once proper review has been accomplished, the Purchasing Agent will acquire approval/disapproval from the Chief of Supply. Approved requests will be assigned a purchase request number from a control register maintained by the Purchasing Agent. Copy number three of the PR will be retained by Unit Supply in a suspense file. Copies one and two will be returned to the requestor for forwarding to the Director of Support for final approval/disapproval.

(4) Should the requestor desire to personally acquire the items, he will sign necessary finance forms, withdraw cash and then make the purchase. Sales tax will not be paid since the sale is to a U.S. Government function.

(5) After receipt of the items, the requestor must return to Finance with a receipt for the purchase. He will then sign the PR form indicating receipt of the requested items and hand carry copy number two to the Purchasing Agent in Supply for completion of the control register and close out of the suspense file.

(6) If the requestor desires that Unit Supply acquire the item(s), he will immediately return the approved PR (copies one and two) to the Purchasing Agent who will initiate required action to comply with the purchase request.

(a) Upon receipt, the item(s) will be issued to the requestor who will sign both copies one and two of the purchase request.

(b) Copy one of the purchase request and the sale receipt will be forwarded to the Finance Officer for file. Copy two will be filed in the Unit Supply completed file by the Purchasing Agent.

b. Service Requests

(1) Individuals may submit requests for services when the capability to accomplish the work does not exist in this activity or when an emergency exists and internal maintenance functions cannot accomplish the service by the time it is required.

(2) Requests will be submitted by use of a service request form as shown in Attachment Two.

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(3) The service request will be prepared in three copies for review by the director responsible for the requestor activity. If approved, it will be forwarded to the Director of Support who will execute final approval/disapproval.

(4) The requestor will obtain the desired services and return to the Director of Support with a receipt for the services performed so that final close out action can be accomplished.

*R. A. Schamber*

R. A. SCHAMBER, Colonel, USAF  
Commander

2 Atch  
1. Purchase Request  
2. Service Request

Summary of revised, deleted or added material

Procedures for submitting purchase requests defined in greater detail. Method for submitting service requests added (para 4b). Attachment One updated. Attachment Two added.

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AND TRAINING GROUP  
EDWARDS AIR FORCE BASE, CALIFORNIA 93523

SUBJECT: Purchase Request

DATE: \_\_\_\_\_

TO: Unit Supply

Request the following item(s) be purchased locally for the use of this section. I certify that the item(s) is either not stock listed nor available from depot or is a valid emergency which will not allow for normal supply action.

COMPLETE DESCRIPTION (Include Part Number)

QUANTITY

COST

REASON REQUIRED:

Equipment with unit cost of \$50.00 or more, check one: TOTAL COST  
( ) End Item ( ) Installed ( ) Component Part of PN/FSN \_\_\_\_\_

RECOMMENDED SOURCE:

(Name of Company, Address, Phone Number)

(Signature of Requestor)

(Duty Section)

APPROVALS:

(Unit Supply Officer)

(Approving Official)

PROPERTY RECEIVED BY:

(Signature)

(Duty Section)

(FOR SUPPLY USE ONLY)

ORDER PLACED: Time \_\_\_\_\_ Date \_\_\_\_\_

SALEMANS NAME & PHONE \_\_\_\_\_

PROMISED DELIVERY DATE \_\_\_\_\_

METHOD OF DELIVERY \_\_\_\_\_

COD \_\_\_\_\_ BILL \_\_\_\_\_ PAID \_\_\_\_\_

(FOR FINANCE USE ONLY)

RECEIVED CASH \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PR NUMBER \_\_\_\_\_

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SUBJECT: Service Request

DATE: \_\_\_\_\_

TO: Director of Support

Request the following services be procured locally. I certify that either (the maintenance capability does not exist at this installation to perform the work required) or (the request is a valid emergency which will not allow for normal maintenance action.) STRIKE OUT INAPPLICABLE TERM.

WORK TO BE ACCOMPLISHED

ITEMIZED COST

Total Cost \_\_\_\_\_

REASON REQUIRED:

RECOMMENDED SOURCE: (Name of Company, Address, Phone Number)

SIGNATURE OF REQUESTOR

DUTY SECTION

REVIEWING OFFICIAL

DIRECTOR OF SUPPORT

SERVICE RECEIVED BY:

SIGNATURE

DUTY SECTION

FOR CUSTOMER USE ONLY

Company Name and Phone Number \_\_\_\_\_

Date Service

Service Request Placed: Date \_\_\_\_\_

Time \_\_\_\_\_

Performed \_\_\_\_\_

Method Payment to be Effected (C.O.D. \_\_\_\_\_)

(Bill \_\_\_\_\_)

(Paid \_\_\_\_\_)

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Received Cash \$ \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

SERVICE REQUEST NUMBER

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(Assigned by Finance Officer)